

CHAUTAUQUA COUNTY POLICY AND PROCEDURE FOR OBTAINING COPIES OF OR ACCESS TO PUBLIC RECORDS PURSUANT TO THE KANSAS OPEN RECORDS ACT

OFFICE HOURS

8:00 A.M. TO 4:00 P.M., Monday - Friday, except official state holidays. Requests received after 4:00 p.m. will not be logged in and processed until the next business day.

EMAIL REQUESTS

Email requests may be sent to the following departments as follows:

Register of Deeds: ceregdeeds@hotmail.com

Treasurer's Office: cqcotreasurer@gmail.com

County Clerk: cqclerk@gmail.com

Sheriff's Department: cqso@sbcglobal.net

Health Department: cqcohd@sbcglobal.net

Board of County Commissioners: cqclerk@gmail.com

REQUESTS SENT VIA US POST OR BY COURIER

Requests may be sent to the attention of the department from which you are requesting records and mailed or couriered to the following address:

215 N Chautauqua
Sedan, KS 67361

WRITTEN REQUESTS

To assure that the request is clearly understood, requests for access to or copies of records must be made in writing. **Requests for records not yet in existence or documents to be created prospectively cannot be honored.** For the convenience of requestors, a form that may be used to make the request is attached at the end of this policy. **This form is not required to be used.**

All requests for records must include the following information:

1. The requestor's name
2. Mailing address

3. A phone number where the requestor can be contacted
4. Detailed information about the records being requested. This will help the departments to determine whether the requested records exist and are in the department's possession.

FEES

- **COPIES** -- 25¢ per page for paper copies, \$0.125 per page for electronic copies;
- **MAILING** -- 50¢ for first 5 pages, 25¢ for additional 5-page increments for paper copies; electronic copies may be mailed or transmitted electronically and the cost calculated based on the volume;
- **FAXES** -- 65¢ per 10-page fax;
- **SEARCH FEE** -- \$30/hour. This fee includes clerical time and attorney time and includes the time spent to access records maintained on computer facilities, time spent searching records that are not maintained on computer facilities; review of records to determine whether closure exceptions apply and/or to redact open from closed information.

Additional fees, including any other costs incurred in connection with complying with a record request may be assessed to the requestor.

ADVANCE PAYMENT OF FEES REQUIRED

An estimate of the fees will be provided to the requestor before gathering and processing or providing access to the records. The estimated fees **MUST** be paid **BEFORE** the request is processed or access provided to the requested records.

Actual costs may be higher or lower than the estimate provided. If lower, the overage will be refunded.

If the estimate is too low, we will promptly advise the requestor, and request advance payment of any additional costs before continuing the work. **Returned checks will incur an additional fee of \$30.00.**

Payment may be made by check or money order payable as follows:

Chautauqua County Treasurer
215 N Chautauqua
Sedan, KS 67361

FAXING AND AIR EXPRESS DELIVERY

Generally, records may be faxed if the request is for fewer than 15 pages and fax time and facilities are readily available.

If air express delivery is requested, the requestor **MUST** arrange for pick up and packaging of the records; all associated costs for such delivery **MUST** be paid by the requestor.

The department producing the records has sole discretion as to whether to honor requests for faxing or express delivery.

REQUESTS FOR ELECTRONIC FORMAT RECORDS

The department producing the records will be the sole judge of the ability of the department to comply with any request for the records to be provided in electronic format or for records that must be produced in any special computer-generated format.

RESPONSE TIME

The departments receiving records requests will act upon requests as soon as possible, with some response being made to the requestor no later than the third business day following the receipt of the request. If it appears that additional time will be needed, fees will be assessed, or some of the records may be closed by law, a written response will be provided as soon as the records have been located and reviewed.

SUGGESTED FORM OF REQUEST

For your convenience, a suggested guide for composing an effective request for public information may be found on the following page.

- **THIS FORM IS A SUGGESTION ONLY AND IS INCLUDED AS A COURTESY TO THE PUBLIC.**
- **IT IS NOT MANDATORY FOR YOU TO USE THIS FORM WHEN REQUESTING DOCUMENTS.**

RECORDS REQUEST & CERTIFICATION OF USE

Name of Requestor: _____

Requestor's address: _____

Preferred Phone No: _____

Email: _____

Date: _____

Department you are requesting documents from: _____

Dear Sir/Madam:

Pursuant to K.S.A. § 45-215 et seq., I hereby request access to or copies of the following records (please be as specific as possible in describing the records you want and the time period your request covers; attach additional pages if necessary):

I request the information be provided in the following format if possible (please check one):

Paper: _____ Electronic: _____

I certify that I do not intend to, and will not: (A) Use any list of names or addresses contained in or derived from the records or information for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed; or (B) sell, give or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed.

Sincerely,

(Signature of Requestor)